

Report for Week Ending 18 January 1956  
from  
FORMS MANAGEMENT BRANCH

Numbered Projects

The status of these projects remains unchanged.

General Information

25X1A9a 1. Revision of the "Personal History Statement" and the "Periodic Qualifications Supplement" - Photostats on both of these forms have now been received from the Reproduction Plant and are now being coordinated by the Office of Personnel with all other interested offices.

25X1A8a

25X1A9a  
25X1A6a

2. Development of forms in connection with Programming - Two meetings were held with and officials concerning the use of eight offset masters involved on this job. As a result of these meetings it was determined that the final preparation of the offset masters would be the responsibility of the OPI rather than the Reproduction Plant which was unable to handle such a large job of this type. It was also determined that the total quantity of offset masters be reduced from 27,000 to 9,000 copies resulting in a savings of approximately \$1200.00.

25X1A8a

3. Standardization of Inter-Agency Library Loan Form - Copies of the preliminary draft of the new Inter-Agency Library Loan Form developed at the 6 January meeting at the Pentagon have been received and forwarded to the CIA Library for coordination. This proposed form will be considered at the next regular meeting of the IAC Ad Hoc Subcommittee on Information Processing.

25X1A9a

25X1A9a 4. Development of a Common Information Report Format for Use of all IAC Agencies - The first of instructional memos to members of the IAC, AHIP Working Group has been released. In addition to this memorandum there was attached thereto "Suggested Terms of Reference for the Working Group to Consider in the Adoption of a Common Report Format". It is expected that meeting will be held with this group within the next few days.

25X1A9a

5. Teletype Dissemination of "Hot" Information Reports - Final designs of Forms No. 1K, 1K1 and 1K2 to be used in connection with the teletype dissemination of "hot" Information Reports are now in final stages of coordination.

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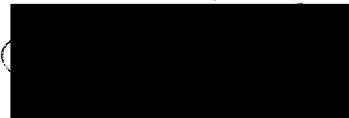
6. Revision of Office of Comptroller Form - The Comptroller's Office has requested that six forms be revised at the next reprinting. They wish to include accounting information that appears on Form 22 (Travel Voucher), on these forms, also. By including this information it will eliminate unnecessary work on the part of the Finance Division, as the information can be posted direct to IBM machines. At the present time, this information is posted to another form and then posted to the IBM machine.

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7. Summary of Weeks Action

	DD/P	DD/S	DD/I	Stocked	Total Req.	Copies
New	9	1			10	32,750
Revised	1	2	2		5	63,200
Reprints	<u>3</u>	<u>6</u>	<u>6</u>	<u>9</u>	<u>24</u>	<u>184,200</u>
Totals	13	9	8	9	39	280,150

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